

# DAILY ELECTRONIC COMMERCIAL HARVEST REPORTING IN MARYLAND



**This manual shows how to start daily  
fishing trips and report harvest in these  
fisheries using FACTS™**

**Blue Crab**



**All Finfish**



FACTS™ Daily Trip Hail and Harvest Reporting System

**User Manual**

# **TROUBLESHOOTING AND GETTING ASSISTANCE**

**Call Toll Free Helpline Available 24 Hours a Day**

# **1-877-979-1820**

Some common problems that the helpline can assist with are listed below:

- Issues with your device or the electronic reporting system
- Forgetting your password
- Forgetting to report your trip hauls daily

**For additional details on troubleshooting or how to provide feedback,  
please refer to [Section 13](#) on Page 30.**

**Further E-Reporting information and training videos can be found at  
[dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx](http://dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx)**

The use of the term “fishing” and “fished” throughout this manual is used to describe finfish and blue crab trips.

## What You Can Do With FACTS™ E-Reporting

1 – Reporting Options .....	5
2 – How to Set Up Your Account.....	6
3 – Pilot Program Permits .....	8
4 – Daily E-Reporting Process and Best Reporting Practices .....	10
5 – E-Reporting Flexibilities that Increase Business Flexibility .....	11
6 – Authorized Users.....	12
7 – How to Start a Fishing Trip in FACTS™ (Trip Start Hail).....	13
8 – How to Submit Your Blue Crab Harvest (Trip End Hail) .....	14
9 – How to Submit Your Finfish Harvest (Trip End Hail) .....	16
10 – How to Revise Trip Start Hails & Harvest Reported (Trip End Hails) .....	18
11 – How to Back-Enter Missing Trip End Hails .....	19
12 – How to Transfer and View Quotas in FACTS™ .....	20
13 – Harvest Verification.....	25
14 – How to Access Your Records and Messages .....	27
15 – How to Troubleshoot, Get Assistance and Provide Feedback .....	30
16 – Reporting via Text Message for the Blue Crab Fishery .....	32



# 1 – Reporting Options

You can choose between four different reporting platform options to report your harvest electronically using FACTS™.

## Reporting Platform Options

### 1. Mobile Website (Smartphone or Tablet): [fisheryfacts.com/mobileMD](https://fisheryfacts.com/mobileMD)

The screenshot shows the mobile website login interface. At the top, there is a black header with the word "Ligon" in white. Below this, the text "Welcome to FACTS™" is displayed in a bold, sans-serif font. Underneath, it says "Please logon". There are two input fields: "Username:" followed by a white rectangular box, and "Password:" followed by another white rectangular box. Below the password field is a blue button with the text "Ligon" in white. At the bottom of the login area is another blue button with the text "Forgot Password?" in white.

- Best for reporting using mobile devices while fishing.
- Drop-down menus for quick and simple reporting.
- Allows access to ***"My Account"*** preference settings and received messages in ***"View Messages."***
- View quota status updates (example = Yellow Perch).

### 2. Portal Website (Laptop and Desktop Computer): [fisheryfacts.com/portal](https://fisheryfacts.com/portal)

The screenshot shows the desktop portal website login interface. At the top, there is a black header with a series of vertical white bars. Below this, the text "Welcome to FACTS™ by" is displayed in a bold, sans-serif font. Underneath, the "electricedge" logo is shown, with "Systems Group Inc." in smaller text below it. There are two input fields: "User Name:" followed by a white rectangular box, and "Password:" followed by another white rectangular box. To the right of the password field is a blue button with the text "Ligon" in white. Below the password field is a link that says "Forgot your password?". At the bottom of the login area is a black footer with the text "© 2009-2015 Electric Edge Systems Group Inc." in white.

- Can be used to submit daily trip hails/harvest information, but the mobile website is better suited for these tasks.
- Allows access to trip and harvest history records.
- Allows access to ***"My Account"*** preference settings and received messages in ***"Messages."***
- Allows access to transfer striped bass quota in ***"Quotas"*** menu.
- You can also view quota status updates (example = Yellow Perch).

### 3. Call Center: Call 1-855-390-2722 to have an electronic reporting representative enter your daily trip and harvest information for you.

### 4. Texting (blue crab only): Use 443-453-5260 to text your daily trip and harvest information. Please see [Section 14](#) for how to report by texting.

## 2 – How to Set Up Your Account

In order to make the reporting process faster and more streamlined, you can set up preferences within your account that will create drop-down menus or auto-fill information for you when you report.

To do this, please go to [fisheryfacts.com/portal](https://fisheryfacts.com/portal) or [fisheryfacts.com/mobileMD](https://fisheryfacts.com/mobileMD), log in using your Username and Password and click on **“My Account”** (located under Enter/Revise Trip Hails on the mobile site and in the upper right corner on the portal website).

This page allows you to do the following functions:

- Change your **username** and **password**
- Enter your **mobile phone** number to enable text message reminders
- Enter **email address** to receive important messages from FACTS™
- Add and edit **contact information**
- **Save vessels** and **landing locations** you commonly use during fishing
- **Fishery dependent information:** Save fields consistent in your daily fishing routine (remember to update if your routine changes)
  - Area you fish (NOAA Code)
  - Gear information
  - Harvest unit
  - Crew count (does not include yourself)
  - Check station (only striped bass)
  - Commonly caught finfish species information
  - Create accounts for authorized representatives to check-in your harvest (only for striped bass; refer to [Section 4](#))

**Note:** You must click the **“Update Account Details”** button on the bottom of the page to save changes.

CancelUpdate Account Details

Fisher Preferences  
Example

**Blue Crab - Fisher Preferences**

License: 776655  
Area: 027 - CHESAPEAKE BAY & TRIBS., COVE PT. TO BAY BRIDGE  
Gear Type: CRAB POTS  
Gear Unit: EACH  
Hard Crab Unit: BUSHELS  
Crew Count: 1  
Max Crab Pots: 550  
Eel for bait?: ☐ YES ☒ NO

**Finfish - Fisher Preferences**

License: 776655  
Area: 027 - CHESAPEAKE BAY -S. CEN.; S. OF BAY BRIDGE TO PATUXENT RIVER  
Check Station: Thomas L. Courtney  
Gear Type: HOOK AND LINE  
Crew Count: 2  
☒ I am done fishing striped bass for the year. (If selected, you will no longer receive a warning message when starting a trip)

**Finfish - Commonly Caught Species**

+ Add New

Species	Unit	Action
BASS, STRIPED	LBS	<a href="#">✎</a> <a href="#">-</a>
BLUEFISH, UNC	BUSHELS	<a href="#">✎</a> <a href="#">-</a>
CATFISH, BLUE	LBS	<a href="#">✎</a> <a href="#">-</a>

Finfish Commonly  
Caught Species  
Example

Click on the **“Add New”** button to add new information and click the pencil to edit and or minus to remove.

+ Add New

Action

[✎](#) [-](#)

**Texting for Blue Crab:** If using the texting reporting option for blue crab, **you must assign texting code numbers to your vessels and landing locations** in order to successfully submit your trip start and end hails. To do this, access [www.fisheryfacts.com/portal](http://www.fisheryfacts.com/portal) or the [www.fisheryfacts.com/mobileMD](http://www.fisheryfacts.com/mobileMD), click on **"My Account."** Then select **"Add New"** or the pencil icon to edit an existing entry and assign a unique texting code for each entry (see image 1 and 2 below for portal website and image 3 for mobile website).

## Portal Website

**1**

**My Account**

Instructions: Please revise the account details, double-check for accuracy and then click "Update Account Details"

**System User Fields**

Username: fisherDani \* Phone (land): 4107406078 ! (10 digits with no spaces)  
 First Name: Dani \* Phone (mobile): 4107406078 ! (10 digits with no spaces)  
 Last Name: Fisher \* E-mail: fisherdani@versar.com !  
 Middle Name: Suffix:

**System User Fields**

Username: fisherDani \* Phone (land): 4107406078 ! (10 digits with no spaces)  
 First Name: Dani \* Phone (mobile): 4107406078 ! (10 digits with no spaces)  
 Last Name: Fisher \* E-mail: fisherdani@versar.com !  
 Middle Name: Suffix:

**Security Details**

Password: \*  
 Password Question: What was the name of your first pet? \*  
 Password Answer: Dettan \*

**Access Roles**

Programs: Maryland - Blue Crab  
 Maryland - Finfish  
 Maryland - Striped Bass  
 Role: Fisher

**Landing Locations** + Add New

Label	Street Address	Zip Code	City	State	Action
My Pier	1 Bayside Ave	21061	Rock Hall	Maryland	
Watermens Wharf	168 Williams	20688	Solomons	Maryland	

**Vessels** + Add New

VRN	Name	Action
7221234	Cat Oil	
MD1234FJ	Blackbird	

**2**

**EDIT LANDING LOCATION**

Label: My Pier \*

Text Code Num.: 1  
 (Blue Crab) Code Num. (e.g. 1, 2, 3) \*

Street Address: 1 Bayside Ave \*

Zip Code: 21061 \*

City: Rock Hall \*

State: Maryland

Save Cancel

**EDIT VESSEL**

VRN: MD1234FJ \*

Text Code Num.: 1  
 (Blue Crab) Code Num. (e.g. 1, 2, 3) \*

Name: Blackbird \*

Save Cancel

## Mobile Website

**3**

**My Account**

+ Account Info  
 + Password  
 + Access Roles  
 - Landing Locations  
 + Vessels  
 + Blue Crab Preferences  
 + Finfish Preferences  
 + Finfish - Commonly Caught Species  
 + Finfish - Authorized Representatives for Striped Bass Check-Ins

My Pier (1 Bayside Ave)  
 Edit Delete  
 Watermens Wharf (168 Williams)  
 Edit Delete

**Add New Landing Location** +

Back to Menu Update Account Details

### 3 – Pilot Program Permits

#### What is a Pilot Program Permit?

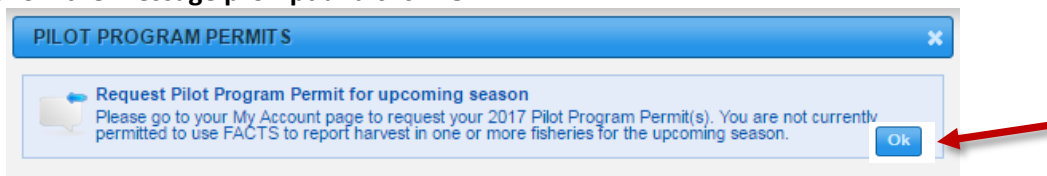
In order to participate in the electronic reporting program, you must first sign a Pilot Program permit. Be sure to review the new permit each year, as requirements may have changed from the prior year. Permits are valid for each calendar year (January 1 – December 31), and a valid permit must be obtained prior to harvesting.

#### How to Request a Pilot Program Permit

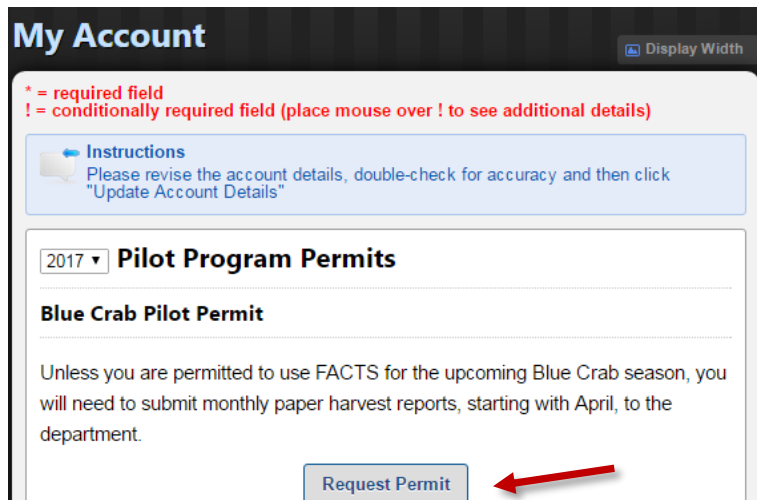
Pilot Program permits are requested through your FACTS™ online account. Please follow the steps outlined in the figures below to request and obtain your Pilot Program permit. After you have requested your new permit, you will receive a notification once it has been authorized by Maryland DNR. If you have any questions, please call Stephanie Richards (410-260-8314) or the helpline (1-800-979-1820).

#### Requesting a Pilot Program Permit from a Laptop or PC

1. Log on to your account [www.fisheryfacts.com/portal](http://www.fisheryfacts.com/portal)
2. Follow the message prompt and click “OK”

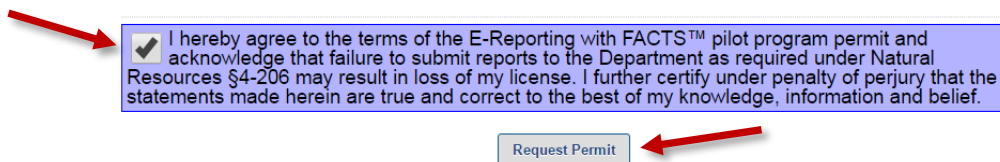


3. Review and select the permit for your fishery



4. Agree to the terms by checking the box and click “Request Permit”

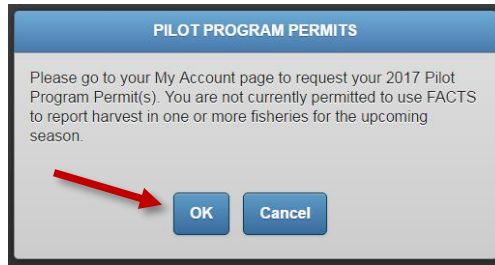
Please contact Stephanie Richards at (410) 260-8314 with any questions regarding this pilot.



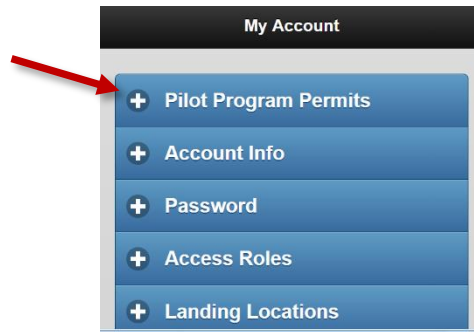


## Requesting a Pilot Program Permit from a mobile device

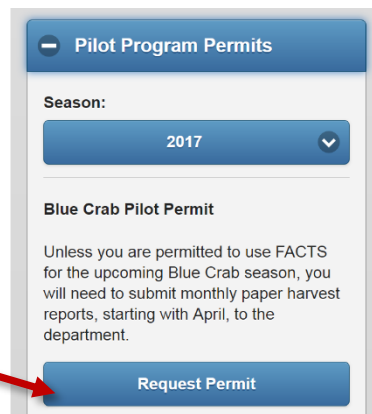
1. Log on to your account [www.fisheryfacts.com/mobileMD](http://www.fisheryfacts.com/mobileMD)
2. Follow the message prompt and click “OK”



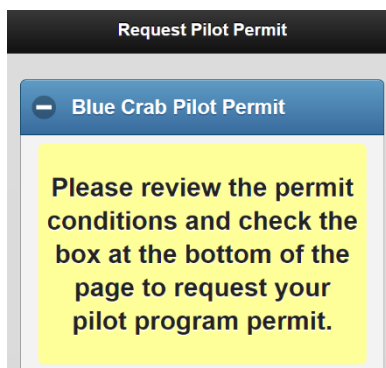
3. Select “Pilot Program Permits” from My Account



4. Review and select the permit for your fishery



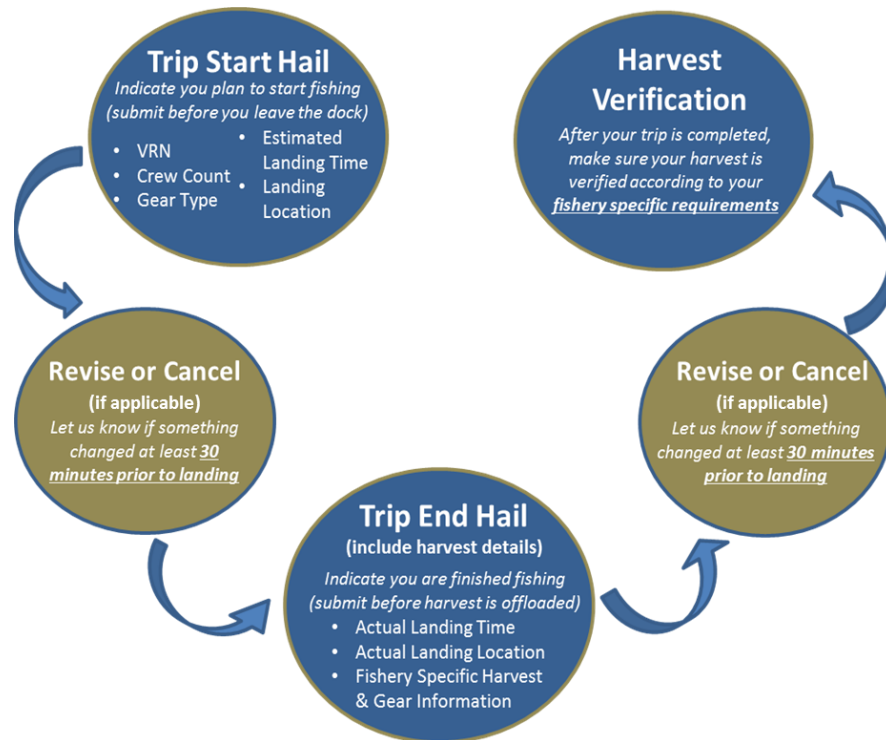
5. Agree to the terms by checking the box and click “Request Permit”



## 4 – Daily E-Reporting Process and Best Reporting Practices

**Daily E-Reporting Process:** Includes 3 required steps (Trip Start Hail, Trip End Hail, and Harvest Verification) and 2 additional steps, if applicable (Revise or Cancel for both Trip Start Hail and Trip End Hail).

### Daily E-Reporting Process



**Best Reporting Practices:** When reporting electronically with FACTS™, it is recommended that you follow a set of established “Best Reporting Practices” (listed in the table below).

“Best Reporting Practices” when Reporting Harvest using FACTS™	
Sending a Trip Start Hail	Trip start hails should be sent in the morning <b>before</b> you leave the dock or actively start fishing. If fishing with another waterman (as their crew) and you intend to split the harvest, you both must submit trip start hails in FACTS™ through your own accounts.
Revising a Trip Start Hail	Trip start hails should be revised if your crew count or anticipated landing time or location changes. Revisions should be sent <b>right away if there is a change in crew count and at least 30 minutes prior to a new landing time and landing location.</b>
Sending a Trip End Hail	Trip end hails should be sent any time after you have stopped actively harvesting for the day <b>but before</b> you return to the dock.
Revising a Trip End Hail	Trip end hails should be revised if any information changes from the original trip end hail. Revisions can be made before midnight of the day you went fishing. <b>For finfish species other than Striped Bass, revise your harvest in the end hail report to match the final weight and count.</b> If harvesting striped bass, changes cannot be made after the fish are checked in. If you need to correct harvest information after the day you went fishing, contact the helpline.
Canceling a Trip	Trips submitted in FACTS™ should only be canceled if fishing did not occur (example: boat breaks down, learning how to use the system). If you accidentally cancel a trip, then start the trip over and re-enter your information as soon as possible.

## 5 – E-Reporting Flexibilities that Increase Business Flexibility

For those using FACTS™ to report harvest electronically, the Maryland Department of Natural Resources (DNR) is offering several fishery dependent flexibilities. ***For all FACTS™ available fisheries, only report on the days you go out to actively harvest.*** Fishery specific flexibilities are outlined below.

### Blue Crab Fishery:

- **Flexible Day Off** – You get to pick your day off each week and it can vary week to week based on what works best for you; as long as you take one day off during the week (working no more than 6 days a week). When using this flexibility, your work week starts on Wednesday and ends on Tuesday.

**Note:** Pilot participants are required to display the letters “EHR” on their vessel throughout their participation in the Pilot. The letters shall be painted or firmly attached to the port side near the stern of the vessel. The letters shall be plain vertical block characters of not less than 4 inches in height and shall contrast with the color of the background.

### Yellow Perch Fishery:

- **Allows the Use of Box Tags** – Free box tags are provided for pilot program participants.
- No daily calls to the Yellow Perch Hotline when you use FACTS™ to report your trips.
- View updated available yellow perch quota when you use FACTS™ (refer to [Section 10](#)).

### Striped Bass Fishery:

- **Easily and quickly transfer striped bass quota** electronically with other FACTS™ users (refer to section [Section 10](#)).
- **Next Day Check-in of Harvest** – You can keep fish from one day of fishing and check it in on the following day (either in the morning before you start your next trip or as combined harvest at the end of the day). Indicate your intention to check-in today or the following day in your trip end hail via a check box (image 1 below; refer to [Section 7](#) for how to submit a trip end hail).
- **Authorized Representatives** – You can designate a representative(s) to check-in your daily harvest for you at a check station (cannot be combined with next day check-in flexibility). Go to “**My Account**” settings and provide them with a unique username and password (image 2 below; refer to [Section 2](#) for how to setup your account).

#### Portal Website

Next Day  
Check-In  
Flexibility

1

**Striped Bass Check-in Details**

Check-in today?: ☐ NO (If you do not check in today you must check-in tomorrow)

Check Station:

#### Mobile Website

Striped Bass Check-in Details

☐ Check in today? NO (If you do not check in today you must check-in tomorrow)

Check Station:

#### Portal Website

Authorized  
Representative  
Flexibility

2

**Finfish - Authorized Representatives for Striped Bass Check-Ins**

Username	First Name	Last Name	Action
JohnDoe	John	Doe	<input type="button" value="edit"/> <input type="button" value="delete"/>
RichardDale	Richard	Dale	<input type="button" value="edit"/> <input type="button" value="delete"/>

#### Mobile Website

+ Finfish - Commonly Caught Species

- Finfish - Authorized Representatives for Striped Bass Check-Ins

John Doe (JohnDoe)

Richard Dale (RichardDale)

## 6 – Authorized Users

### What is an Authorized User?

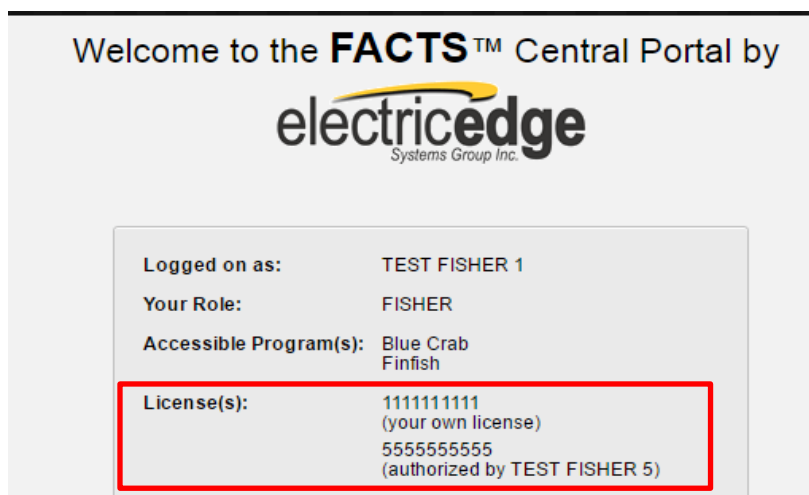
Instead of a temporary transfer, a commercial license holder who will not be using their license during a period of time can designate someone else to use their license as an authorized user. If you have been designated as an authorized user on one or more licenses, you can use your own FACTS™ account to report your commercial harvest activity. This applies to both finfish and blue crab harvest reporting, with the added benefit of being able to use the E-Reporting program's flexible day off option for crabbing.

### How to Become an Authorized User

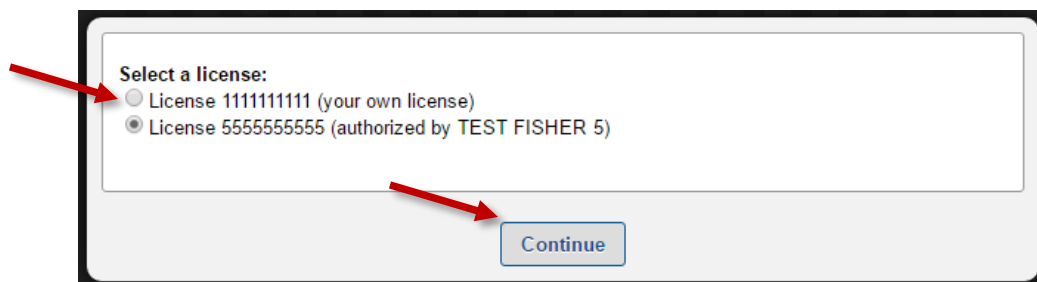
Please contact your local service center to get complete details about this special licensing designation. While there is no fee to add an authorized user to a license, it must be renewed annually and there are specific requirements/regulations to consider when designating or acting as an authorized user. If you are already an authorized user and are interested in using FACTS™, contact Stephanie Richards (410-260-8314) to get started.

### Reporting as an Authorized User

Once you log in to your account, you will see both your license and/or any licenses authorized to you on the homepage. When you start a trip (see [Section 7](#)) you will be asked to select which license you are reporting under, your own or one authorized to you. In FACTS™, the reporting activity of an authorized user is designated by an asterisk ("\*") next to the license number. While the license holder can see all harvest activity in FACTS™ associated with their license, an authorized user can only see the activity they themselves have reported. As with non-FACTS™ users, only one individual (license holder or the authorized user) is allowed to engage in harvest activity (start a trip) with the license on any given day.



**Note:** Make sure to select the correct license you are harvesting under



## 7 – How to Start a Fishing Trip in FACTS™ (Trip Start Hail)

Before you start fishing for the day you will submit a trip start hail, which includes your vessel information, crew count, gear type used for fishing and anticipated landing information. Please see below for trip start hail examples.

**NOTE: For Finfish harvesters, there are special circumstances to consider when it comes to hailing. Please follow these guidelines to ensure that your activity is correctly reported for your license:**

- **Hail** – If you have your Striped Bass tags on the boat, since under regulations this constitutes intent to fish.
- **Hail** – If you are going out to harvest and intend to report the catch under your license.
- **Hail** – If you are going out to harvest as crew and the captain is also a FACTS™ user. In this case, you will report “No Harvest” for the trip and the VRN number will link the trips for you and the captain together. The captain will report the trip’s harvest using their FACTS™ account.
- **NO Hail** – If you are going out to harvest as crew, but the captain is going to report the trip using the monthly paper Finfish harvest report. It is important that you make sure the captain includes your license number on their monthly paper Finfish report.

**Call Center:** Call **1-855-390-2722**. The operator will ask which fishery you are reporting for and then your username. The operator will then ask you questions about what you would like to enter in your Trip Start Hail.

**Mobile Website:** 1) First click **“Enter/Revise Hails”** which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day, 2) select the correct fishery, 3) click **“Start a New Trip”** and 4) fill out the required fields and select **“Send Trip Start Hail.”** See images below for details.

**Portal Website:** 1) Click on the **“Trips”** menu tab in the top right corner of the home page and select **“Enter/Revise Hails”** from the drop-down menu, 2) select the fishery you will be fishing in for the day, 3) select **“Start a New Trip”** and 4) fill out the required field and select **“Send Trip Start Hail.”** See images below for details (layout and design of portal website is slightly different from the mobile website, however the information required is the same).

The image displays four screenshots of the FACTS™ Mobile interface, illustrating the process to start a fishing trip. Red circles highlight the key steps: 1) 'Enter/Revise Hails' on the home screen, 2) 'Blue Crab' in the fishery selection menu, 3) 'Start a New Trip' in the current trip details screen, and 4) 'Send Trip Start Hail' at the bottom of the landing details form.

**FACTS™ - Mobile**  
Welcome to Maryland's Mobile Interface  
Name: Dani Fisher  
Your Role: FISHER  
Program(s): Blue Crab, Finfish  
Current Quota: 2000 lbs (Striped Bass)  
Unchecked Trips: 0 (Striped Bass)  
**Enter/Revise Hails**  
My Account  
View Messages  
Yellow Perch Quota  
Logout

**Fishery Selection**  
Select a fishery:  
**Blue Crab**  
Finfish  
Striped Bass  
Back to Menu

**Current Trip Details**  
Welcome back Dani Fisher  
You do not have an active trip and can start a new trip by pressing "Start a New Trip".  
**Start a New Trip**  
Change Fishery  
Back to Menu  
For assistance, contact the help line at 1-877-979-1820

**Landing Details**  
Crew Count: 1  
Gear Type: **CRAB POTS**  
Hours: [dropdown] Mins: [dropdown]  
Landing Location: My Pier [dropdown]  
Add Edit Remove  
1 Bayside Ave, Rock Hall, Maryland, United States, 21661  
Cancel **Send Trip Start Hail**

**Note:** If you participate in daily electronic reporting with FACTS™ for the striped bass fishery, then the home page (left hand portion of the image above) will also show your verified striped bass quota (based on harvest checked-in), the number of unchecked trips you have and if you have unchecked trips, your estimated quota (based on harvest lbs. entered in the trip end hail of unchecked trips).

## 8 – How to Submit Your Blue Crab Harvest (Trip End Hail)

After submitting your trip start hail (refer to [Section 5](#)) and completing your crabbing trip, you will need to submit a trip end hail after you have stopped actively fishing for the day but before you return to the dock. If you forget to submit a trip end hail, you will be notified that it is missing the next time you go crabbing. You are required to submit all missing trip end hails from all fisheries before starting a new trip (refer to [Section 9](#)).

**Some information will be pre-filled in your trip end hail from your trip start hail. Make sure to review this information and confirm that nothing has changed.**

Additional information that will be required for you to report in your trip end hail is as follows:

- Area Crabbed
- Hours Crabbed
- Gear Details (quantity used, unit, max crab pots in water)
- Do you have harvest to report? (Y/N)
- Harvest Details (hard crab unit, quantity caught by grade)
- Did you harvest eels for bait? (Y/N)
- Market Destination Details (% of Total harvest sold to restaurants, public, dealers and not sold)

**Note: You need to enter a value in each field on the Trip End Hail form. If the value is zero please put a “0” in the field. If you select that you have NO harvest to report from this trip, the “Harvest Details” section of the trip end hail form will be hidden.**

Refer to the image on the next page from the mobile website for information you will be required to report in a blue crab trip end hail for **ALL reporting options**. For trotline you will also report the gear unit (yards or feet).

**Call Center:** Call **1-855-390-2722**. The operator will ask you which fishery you are reporting for and your username and then what task you would like to do (“Send Trip End Hail”). They will then verify whether any information from your trip start hail has changed and then ask you to report the information outlined above.

**Mobile Website:** 1) First click **“Enter/Revise Hails”** which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day, 2) select the **“Blue Crab”** fishery, 3) click **“Send Trip End Hail”** and 4) fill out the required fields and select **“Send Trip End Hail”** See images on the following page for details.

**Portal Website:** 1) Click on the **“Trips”** menu tab in the top right corner of the home page and select **“Enter/Revise Hails”** from the drop-down menu, 2) select the **“Maryland - Blue Crab”** fishery, 3) select **“Send Trip End Hail”** and 4) fill out the required field and select **“Send Trip End Hail.”** See images on the following page for details (layout and design of portal website is slightly different from the mobile website, however the information required is the same).



## Example: Blue Crab Trip End Hail in Mobile Website

**Trip End Hail Details**

Instructions Please enter the trip end hail details, double-check for accuracy and then click "Send Trip End Hail"

**Base Trip End Hail Details**

Hail Date: Jun 22, 2015  
License: 4444444  
VRN:

Jennifer Leigh (MD231492)

Add Edit Remove

Crew Count:

2

Area Crabbed:

025 - CHESPK. BAY & TRIBS., BA...

**Landing Details**

Landing Time (6:00 PM / Jun 22, 2015):

18 00

Landing Location:

ORP

Add Edit Remove

1805 Virginia Street, Annapolis, Maryland, United States, 21401

**Gear Details**

Gear Type: CRAB POTS  
Gear Quantity :  
400  
Gear Unit:  
EACH

Hrs Crabbing:  
6

Max Crab Pots in Water (enter 0 if none):  
600

**Harvest Details**

Do you have any harvest to report from this trip?

YES NO

Hard Crab Units (select to show harvest and market destination sections below):

BUSHELs

Please enter the crabs you caught today in the units specified in each of the categories below.

#1s (qty/units):

2 BUSHELs

#2s (qty/units):

1 BUSHELs

MIXED MALES (qty/units):

0 BUSHELs

FEMALES (qty/units):

1 BUSHELs

SOFT SHELL (qty/units):

10 EACH

PEELERS (qty/units):

15 EACH

**Eeling Details**

Did you harvest eels for bait on this trip?

YES NO

**Market Destination Details**

Enter the % of TOTAL catch that went to each destination below (including dealers if applicable).

Sold to restaurants:  
0

Sold to the public:  
75

Not Sold:  
0

Enter the number of dealers (0 if none) and then press "Proceed"

1 Proceed

The figures below added to the market destination figures above should total 100%.

Dealer 1 Name: % Sold:

OTHER (NON-PILOT) 25

Cancel Send Trip End Hail

**Note:** If selling to multiple dealers other than JM Clayton's, enter number of dealers as 1. Then enter the sum of the total percent harvest sold in "OTHER (NON-PILOT)" dealer section.

15

## 9 – How to Submit Your Finfish Harvest (Trip End Hail)

After submitting your trip start hail (refer to [Section 5](#)) and completing your fishing trip, you will need to submit a trip end hail any time after you have stopped actively harvesting for the day but before you return to the dock. If your harvest details change after you have submitted your trip end hail, you **are required** to revise this hail with the updated harvest information in order for your account to reflect accurate harvest numbers (refer to [Section 8](#) for information regarding revisions to trip start and end hails). If you forget to submit a trip end hail, you will be notified that it is missing and will be required to submit the information before starting your next trip. You are required to submit all missing trip end hails from all fisheries before starting a new trip (refer to [Section 9](#)).

**Some information will be pre-filled from your trip start hail. Make sure to review this information and confirm that nothing has changed.**

Additional information that will be required for you to report in your trip end hail:

- Area fished
- Gear Details (varies depending on gear type you are reporting with as outlined in table below; see image below for example formats)
- Harvest Details
  - Do you have harvest to report?: Yes/No
  - Species, Quantity, and Disposition
- If you harvested striped bass
  - Are you checking in today?
  - Check Station name

**Note:** If you select that you have NO harvest to report from this trip, the “Harvest Details” section of the trip end hail form will be hidden. You can use the minus sign to edit finfish species not caught on this trip. This will not delete them from your preferences, only from the current trip end hail form. You need to enter a value in each field on the Trip End Hail form. If the value is zero please put a “0” in the field.

The questions in the Gear Details section will change depending on the gear you are using. The table below outlines the Gear Details reporting requirements for each type of finfish gear and the figure below shows example Gear Details formats.

GEAR NAME	SET COUNT	SOAK TIME	GEAR QUANTITY
BY HAND	NO	NO	NO
FYKE NET	NO	YES (DAYS)	YES (count of nets)
GILL NET - DRIFT	YES	YES (HOURS)	YES (yards of net)
HAUL SEINE	YES	NO	YES (yards of net)
HOOK AND LINE	NO	NO	YES (count of rods)
POTS - CONCH	NO	YES (DAYS)	YES (count of pots)
POTS - EEL	NO	YES (DAYS)	YES (count of pots)
POTS - FISH	NO	YES (DAYS)	YES (count of pots)
POTS - TURTLE	NO	YES (DAYS)	YES (count of pots)
POUND NET - FISH	NO	YES (DAYS)	YES (count of nets)
SCRAPES - CRAB	YES	NO	NO
SPEAR/HARPOON	NO	NO	YES (count of spears)

<b>Gear Details</b> Gear Type: POUND NET Number of Nets : <input type="text"/> Total Soak Time: <input type="text"/>	<b>Gear Details</b> Gear Type: HAUL SEINE Total Length of Nets (in yards) : <input type="text"/> Number of Sets: <input type="text"/>
<b>Gear Details</b> Gear Type: GILL NET Total Length of Nets (in yards) : <input type="text"/> Total Soak Time (hours/minutes): <input type="text"/> Hours <input type="text"/> Mins Number of Sets: <input type="text"/>	<b>Gear Details</b> Gear Type: HOOK & LINE Number of Rods or Lines : <input type="text"/>



**Call Center:** Call **1-855-390-2722**. The representative will ask you which fishery you are reporting for and your username and then what task you would like to do (“Send Trip End Hail”). They will then verify whether any information from your trip start hail has changed and then ask you to report the information outlined on page 13.

**Mobile Website:** 1) First click **“Enter/Revise Hails”** which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day, 2) select the **“Finfish”** fishery, 3) click **“Send Trip End Hail”** and 4) fill out the required fields and select **“Send Trip End Hail.”** See example below.

**Portal Website:** 1) Click on the **“Trips”** menu tab in the top right corner of the home page and select **“Enter/Revise Hails”** from the drop-down menu, 2) select the **“Maryland – Finfish”** fishery, 3) select **“Send Trip End Hail”** and 4) fill out the required field and select **“Send Trip End Hail.”** See example below (layout and design of portal website is slightly different from the mobile website, however the information required is the same).

Trip End Hail Details - Finfish

Instructions Please enter the trip end hail details, double-check for accuracy and then click "Send Trip End Hail"

Base Trip End Hail Details

Hail Date: Dec 21, 2015

License: 776655

VRN:

Blackbird (MD1234FJ)

AddEditRemove

Crew Count:

2

Area fished:

027 - CHESAPEAKE BAY -S. CEN.; S. OF BAY BRIDGE TO PATUXEN...

Landing Details

Landing Time (6:45 PM / Dec 21, 2015):

1845

Landing Location:

My Pier

AddEditRemove

1 Bayside Ave, Rock Hall, Maryland, United States, 21661

Gear Details

Gear Type: POUND NET - FISH

Count of Nets (count):

1

Total Soak Time (days):

2

Harvest Details

Do you have any harvest to report from this trip?

YESNO

Add New Species

BASS, STRIPED

Weight:

156

 lbs

Count:

18

SOLD – restaurant

PERCH, WHITE

Weight:

23

Units:

LBS

SOLD – dealer/packer

Add New Species

Striped Bass Check-in Details

Check in today? NO (If you do not check in today you must check-in tomorrow)

Check Station:

Kool Ice & Seafood

Cancel

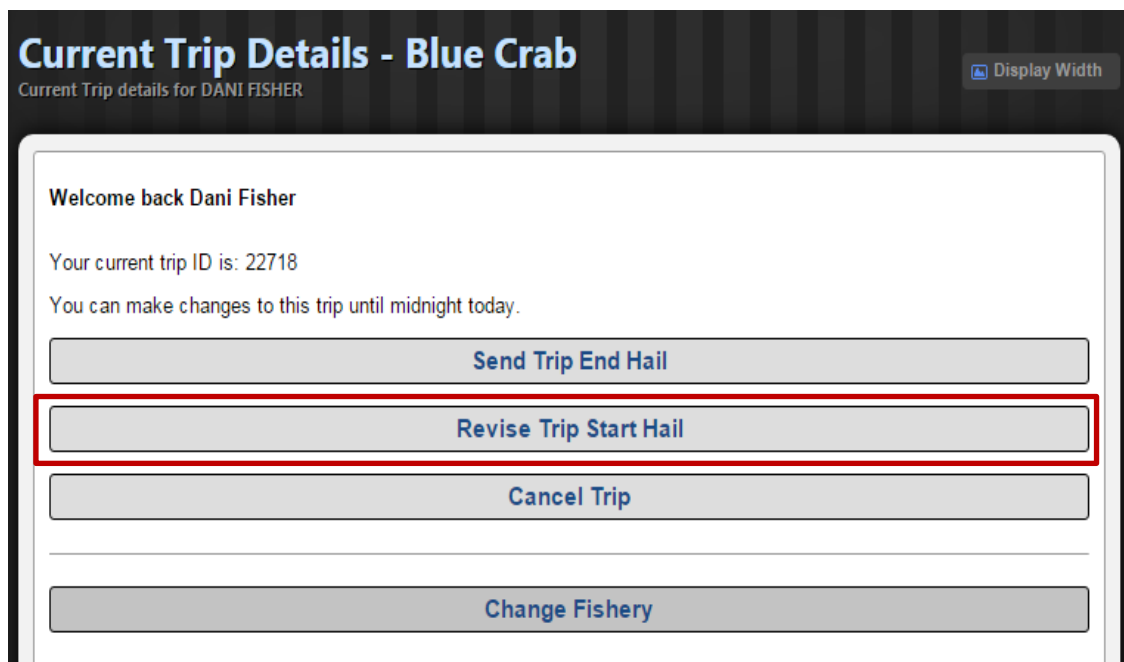
Send Trip End Hail

17

## 10 – How to Revise Trip Start Hails & Harvest Reported (Trip End Hails)

### Making Hail Revisions

You have the option to revise and cancel all hails when necessary. All revisions must be made before midnight. If revising a striped bass trip, revisions must be made before check-in. You can also cancel the entire trip by selecting “**Cancel Trip**.” Please refer to [Section 3](#), Daily E-Reporting Process and Best Reporting Practices, for more details on when to revise and cancel a trip. Examples of how to provide revised trip hails using the portal (upper image) and mobile (lower image) websites are shown below.



**Current Trip Details - Blue Crab**  
Current Trip details for DANI FISHER

Welcome back Dani Fisher

Your current trip ID is: 22718

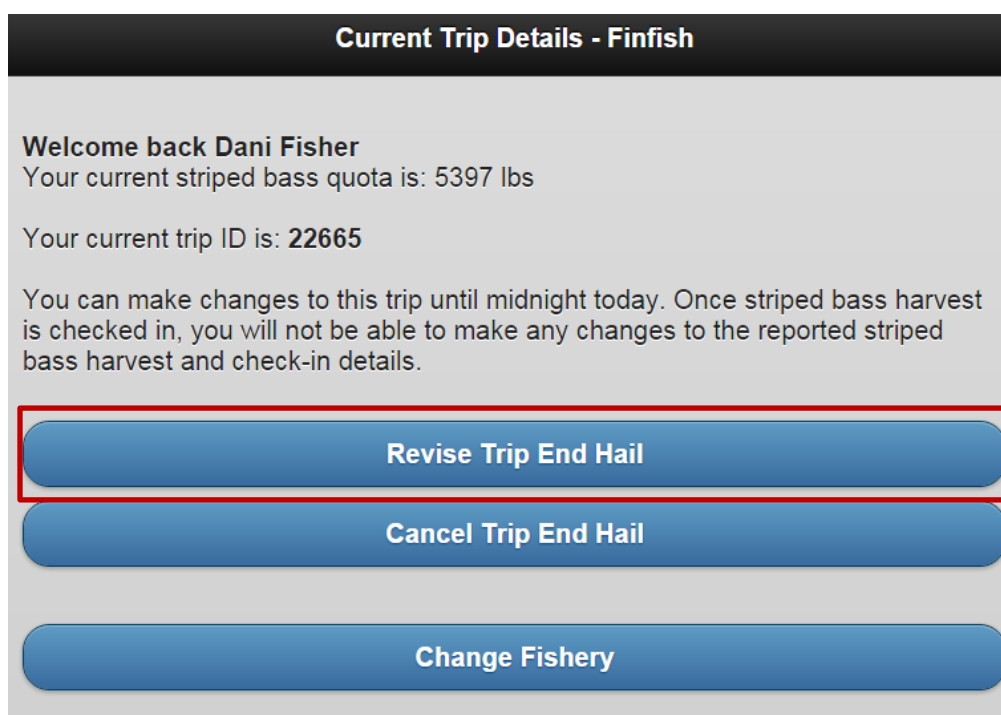
You can make changes to this trip until midnight today.

[Send Trip End Hail](#)

[Revise Trip Start Hail](#)

[Cancel Trip](#)

[Change Fishery](#)



**Current Trip Details - Finfish**

Welcome back Dani Fisher

Your current striped bass quota is: 5397 lbs

Your current trip ID is: 22665

You can make changes to this trip until midnight today. Once striped bass harvest is checked in, you will not be able to make any changes to the reported striped bass harvest and check-in details.

[Revise Trip End Hail](#)

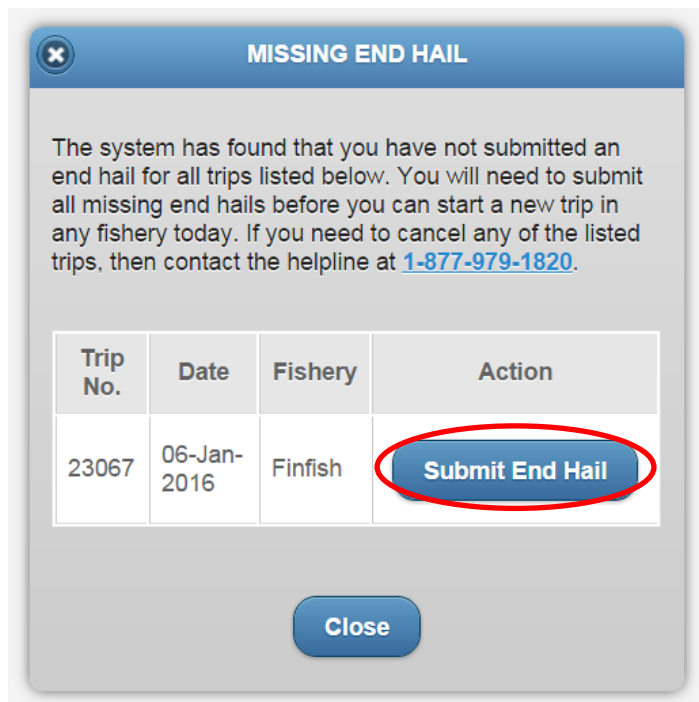
[Cancel Trip End Hail](#)

[Change Fishery](#)

## 11 – How to Back-Enter Missing Trip End Hails

### Submitting Missing Trip End Hails

If you have forgotten to submit a Trip End Hail for any prior fishing trips, FACTS™ will prompt you to back-enter the missing Trip End Hail information when you go to start a new Trip Start Hail. A missing Trip End Hail can be back-entered on either the mobile or portal sites. To submit the information, select the ***“Submit End Hail”*** button (see image below).



After selecting the button, a new page will open where you can enter your prior trip's information. The process for back-entering missing Trip End Hail information is the same as submitting a Trip End Hail (see your fishery specific Trip End Hail Section).

## 12 – How to Transfer and View Quotas in FACTS™

The FACTS™ E-Reporting system can help you manage your fishing seasons by allowing you to electronically transfer quota and by displaying the most up to date details on available quota for a variety of species. Specific information on how to electronically transfer and view available quota information is provided in the following sections.

### Quota Transfers

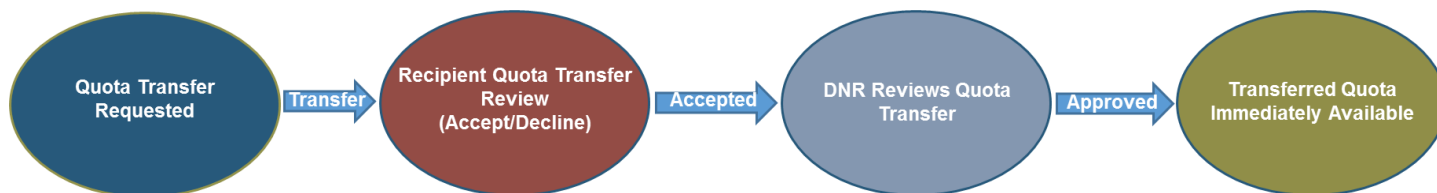
The FACTS™ E-Reporting system allows you to electronically transfer and manage your striped bass quota. Transfers in FACTS™ comply with Maryland DNR rules, regulations, and policies. For any questions regarding these rules, regulations, and policies please contact Maryland DNR. You will need to access [fisheryfacts.com/portal](https://fisheryfacts.com/portal) on a laptop or desktop computer if you wish to transfer quota electronically.

**Note:** It is important for watermen to remember that they cannot go fishing if they have initiated a quota transfer in the system until Maryland DNR accepts or rejects the transfer, the recipient of the transfer declines the transfer, or the initiating waterman revokes the transfer before the recipient takes any action.

The following is a list of restrictions for transferring quota electronically:

- You cannot transfer quota if you have any unchecked trips in the system.
- You cannot transfer quota if you have an active trip open in the system or an active transfer.
- Transfers can only occur between individuals using FACTS™ who have the same fishery declaration (e.g. ITQ).

**Quota Transfer Process:** Includes 4 main steps (Transfer Requested, Transfer Accepted, Transfer Reviewed/Approved by DNR, and Transferred Quota Available).



### ***Steps to Transfer/Receive Quota:***

**Step 1: Quota Transfer Requested:** To transfer your quota to another waterman: Go to “**Quotas**” drop-down menu, select “**Transfers**” and then select “**New Transfer.**” Enter the license number of the licensee you wish to transfer quota to, check the box indicating that you understand that you cannot harvest striped bass while the transfer is being processed, and select “**Submit Transfer.**” See example images below for “In-Season” and “Pre-Season” transfers.

**Note:** Transfers can either be made “In-Season” or “Pre-Season.” If you are doing a “Pre-Season” transfer, you will also have to enter the percent of quota that you wish to transfer and indicate whether it is a permanent or temporary transfer (see examples on following page).

## In-Season Example

**FACTS™**  
FISHING ACTIVITY & CATCH TRACKING SYSTEM

Home Trips Check-ins Messages Quotas

Welcome  
Welcome to FACTS™

Transfers  
Quota Status Updates  
**New Transfer**  
Transfer History

Welcome to the **FACTS™** Central Portal  
**electricedge**  
Systems Group Inc.

Logged on as: Ryan Fisher  
Your Role: FISHER  
Accessible Program(s): Blue Crab  
Finfish  
Current Quota: (Striped Bass) 1895 lbs  
Un-Checked Trips: (Striped Bass) 0

To view information about your trips, click the *Trips* menu

### Striped Bass Quota Transfer

Start a quota transfer and send to the recipient

**Instructions**  
Please fill in and submit the form. Once your transfer has been accepted by the system, you will be able to revoke it up until the transfer, it will be sent to the DNR for final approval. If the recipient declines the transfer, the process ends there.  
NOTE: While you have an active transfer waiting to be processed, you cannot start a new striped bass trip as that would effect

#### Striped Bass Quota Transfer Details

Transfer Type: In-Season  
☒ I understand that I cannot harvest striped bass while this transfer is being processed  
Quota Year: 2015  
Transfer Amount: 886 lbs  
Permanent?: NO  
From License: 2222222  
To License: 1111111  
Cancel **Submit Transfer**

## Pre-Season Example

**FACTS™**  
FISHING ACTIVITY & CATCH TRACKING SYSTEM

Home Trips Check-ins Messages Quotas

Welcome  
Welcome to FACTS™

Transfers  
Quota Status Updates  
**New Transfer**  
Transfer History

Welcome to the **FACTS™** Central Portal  
**electricedge**  
Systems Group Inc.

Logged on as: Ryan Fisher  
Your Role: FISHER  
Accessible Program(s): Blue Crab  
Finfish  
Current Quota: (Striped Bass) 1895 lbs  
Un-Checked Trips: (Striped Bass) 0

To view information about your trips, click the *Trips* menu

### Striped Bass Quota Transfer

Start a quota transfer and send to the recipient

**Instructions**  
Please fill in and submit the form. Once your transfer has been accepted by the system, you will be able to revoke it up until the transfer, it will be sent to the DNR for final approval. If the recipient declines the transfer, the process ends there.  
NOTE: While you have an active transfer waiting to be processed, you cannot start a new striped bass trip as that would effect

#### Striped Bass Quota Transfer Details

Transfer Type: Pre-Season  
Quota Year: 2016  
Transfer % Share: 1 %  
Permanent?: NO  
From License: 333333333  
To License: 111111111  
Cancel **Submit Transfer**

You have the ability to revoke the transfer at any time until the recipient accepts or declines the transfer. If you would like to review or revoke a transfer that you have initiated, first select “**Transfer History**” under the “**Quota**” drop-down menu in the “**Transfers**” section. When the “Quota Transfer History” page opens, you will see a “**Revoke**” button under the action column which you can select to cancel the transfer (circled in red below).

Quota Transfer History

Quota transfer history for Quota Test

Display Width

Enter/select data into one or more of the prompts below and click "Search" to filter quota history.

Date From:

03-Aug-2015

Status:

Select

Date To:

License No:

TO/FROM License

Reset Form

Search

Quota Year	Received	FROM		TO		Amount	Units	Type	Perm?	Status	Status Date	Action
		Name	License	Name	License							
2016	Aug 10, 2015 10:46	Quota Test	333333333	Quota Test	111111111	0.16	share	PRE-SEASON	NO	PENDING waiting on recipient	Aug 10, 2015 10:46	Revoke
2016	Aug 03, 2015 03:00	Quota Test	333333333	Quota Test	111111111	0.78	share	PRE-SEASON	YES	REVOKED by sender	Jul 29, 2015 01:33	View

When you click on the **“Revoke”** button, you must enter a reason for revoking the transfer in the text box (shown below) and then select **“Revoke Transfer”** (circled in red below).

**Striped Bass Quota Transfer**  
Start a quota transfer and send to the recipient

**Instructions**  
The recipient has not accepted or declined this transfer and you can choose to revoke it at this time if you wish. Should you choose to revoke it, you must leave a reason as to why so the recipient can be informed about your decision.

**Striped Bass Quota Transfer Details**

Quota Year: 2015  
 Transfer Type: In-Season  
 Acknowledgement?: You acknowledged that you should not harvest any striped bass until this transfer is processed  
 Transfer Amount: 13731 lbs  
 Permanent?: NO  
 From License: 2222222  
 To License: 444444444  
 Received: Dec 22, 2015 09:03  
 Status Date: Dec 22, 2015 09:03  
 Status: PENDING (waiting on recipient)  
 Recipient Notes: None  
 DNR Notes: None  
 Revoke Reason?: I decided to keep all my quota this year. (500 characters maximum)

Cancel Revoke Transfer

You will be able to see that the transfer was revoked within your “Quota Transfer History” by selecting the **“View”** button under the **“Transfers”** in the **“Quotas”** drop-down menu (shown below).

Amount	Units	Type	Perm?	Status	Status Date	Action
13731	lbs	IN-SEASON	N/A	REVOKED by sender	Dec 22, 2015 09:06	View

**Step 2: Quota Transfer Accepted:** If another waterman has started a quota transfer to you, you will receive a notification through FACTS™ stating that a quota transfer has been initiated to your license. You have the ability to accept or decline the transfer in your “Quota Transfer History” (shown below). If the recipient declines the transfer, no quota will be transferred and if the recipient accepts the transfer, the transfer is electronically sent to DNR for review.

**Quota Transfer History**  
Quota transfer history for Quota Test

Enter/select data into one or more of the prompts below and click “Search” to filter quota history.

Date From: 03-Aug-2015 Status: Select  
 Date To: License No: TO/FROM License

Reset Form Search

Quota transfer history for Quota Test

Quota Year	Received	FROM Name	FROM License	TO Name	TO License	Amount	Units	Type	Perm?	Status	Status Date	Action
2016	Aug 10, 2015 10:46	Quota Test	333333333	Quota Test	111111111	0.16	share	PRE-SEASON	NO	PENDING waiting on recipient	Aug 10, 2015 10:46	Accept / Decline
2016	Aug 03, 2015 03:00	Quota Test	333333333	Quota Test	111111111	0.78	share	PRE-SEASON	YES	REVOKED by sender	Jul 29, 2015 01:33	View
2016	Aug 03, 2015 03:00	Quota Test	333333333	Quota Test	111111111	0.78	share	PRE-SEASON	YES	REVOKED by sender	Jul 29, 2015 01:41	View

**Step 3: Quota Transfer Reviewed/Accepted by DNR:** If the recipient accepts the transfer, Maryland DNR must then review the transfer and either approve or reject the transfer within 2 business days of the transfer being accepted.

**Step 4: Transferred Quota Available:** If Maryland DNR accepts the transfer, it will be processed immediately in FACTS™. You will receive notification of an approval or rejection by Maryland DNR of a quota transfer and you be able to view this status within your “Quota Transfer History” for any past transfer (shown below).

### Quota Transfer History

Quota transfer history for all striped bass license holders

Enter/select data into one or more of the prompts below and click "Search" to filter quota history.

Date From: 03-Aug-2015

Status: Select

Date To:

License No:

TO/FROM License

Reset Form

Search

Page 1 of 2 

Go

Next

Quota Year	Received	FROM		TO		Amount	Units	Type	Perm?	Status	Status Date	Action
		Name	License	Name	License							
2016	Aug 10, 2015 10:46	Quota Test	333333333	Quota Test	111111111	0.16	share	PRE-SEASON	NO	PENDING waiting on recipient	Aug 10, 2015 10:46	<div>View</div>
2015	Aug 03, 2015 03:00	Carrie Fisher	4343434	Quota Test	222222222	20000	lbs	IN-SEASON	N/A	REVOKED by sender	Jul 28, 2015 12:47	<div>View</div>



### Viewing Current Quotas Information

Within FACTS™, you are able to view the most up to date quota information for individual fisheries. To view on the portal website, navigate to the “**Quotas**” drop-down menu and select the “**Quota Status Updates**” button. Then select the fishery you are interested in.

For example, to view the remaining yellow perch quota, select “**Yellow Perch**” under the “**Quota Status Updates**.”

The screenshot shows the FACTS™ web portal interface. The top navigation bar includes links for Home, Trips, Check-ins, Messages, and Quotas. The Quotas dropdown menu is open, showing options for Transfers, Quota Status Updates (circled in red), and Yellow Perch (also circled in red). The main content area displays the Yellow Perch Remaining Quota table, which lists remaining quotas by area code and name.

Area Code	Area Name	Remaining Quota (lbs)
013	CHESAPEAKE BAY -NORTH	41995.00
031	CHESTER RIVER -GENERAL	7453.00
068	PATUXENT RIVER -GENERAL	2500.00

To view the same information on the mobile site, click the “**Yellow Perch Quota**” button on the home screen.

The screenshot shows the FACTS™ mobile app home screen. The header reads "FACTS™ - Mobile". Below the header, it says "Welcome to Maryland's Mobile Interface". The user's profile information is displayed: Name: Ryan Fisher, Your Role: FISHER, Program(s): Blue Crab, Finfish. The current quota for Striped Bass is 1895 lbs, and there are 0 unchecked trips. At the bottom, there are five buttons: "Enter/Revise Hails", "My Account", "View Messages", "Yellow Perch Quota" (circled in red), and "Logout".

The screenshot shows the Yellow Perch Remaining Quota screen on the mobile app. It displays the remaining quota for three areas: Chesapeake Bay - North (42028.00 lbs), Chester River - General (7929.00 lbs), and Patuxent River - General (2500.00 lbs). Each entry includes the area name, remaining quota, and the last updated date and time. A "Back to Menu" button is at the bottom.

Area	Remaining Quota	Last Updated
013 - CHESAPEAKE BAY - NORTH	42028.00 lbs	Jan 06, 2016 14:29
031 - CHESTER RIVER - GENERAL	7929.00 lbs	Jan 07, 2016 11:00
068 - PATUXENT RIVER - GENERAL	2500.00 lbs	Jan 06, 2016 11:00



## 13 – Harvest Verification

Built into the FACTS™ E-Reporting system are different methods to verify your reported harvest based on the fishery you are reporting for (see below).

Harvest verification could occur either through dealer reports or random dockside monitoring. If you sell your harvest to a dealer participating in the E-Reporting program, the report will be used to verify harvest that was reported in your trip end hail. Similarly, dockside monitors may randomly meet you at your landing location and observe the harvest you have collected for that day's fishing trip. **Your trip must have a trip end hail before harvest can be verified.** Both of these reports will require your confirmation using your username and password and will be visible in the trip details of your trip records, accessible under "My Trips" (refer to [Section 12](#) for complete guide).

### Striped Bass

Registered check stations serve as the harvest verification metric in the striped bass fishery. Check station operators will count and weigh your harvest and submit an electronic check-in report that you will review and sign off on before you leave the check station (red circle, image 1 below). **Trips must have trip end hails in order to check-in harvest from those trips.** If checking in two trips worth of harvest (next day check-in flexibility), the check station will enter the total count and weight (lbs.) from these trips. You have until midnight the same day to go to the check station to revise your check-in report if an error is found. If it is after midnight the day of check-in, call the Helpline at 1-877-979-1820.

When you log in to your account after checking in your harvest with the check station, you will see a message notification (image 2 below) where you can view your check-in receipt (image 3 below) by selecting "**View Message List**." This receipt can also be texted and e-mailed to you using the contact information provided in your "**My Account**" settings. A record of these receipts are stored in FACTS™. You can look up these receipts by selecting the "**View Messages**" button on the mobile website or the "**Alerts & Notifications**" in the portal website.

**Note:** Check stations can only view what they count/weigh at their own station. They are not able to see how much striped bass allocation a FACTS™ participant has remaining.

### Example Check-in Report

The screenshot displays the 'Check-in Report' form (labeled 1) and a 'Message Notification' pop-up (labeled 2) which contains a 'Message' (labeled 3).

**Check-in Report Form (1):**

- Instructions:** Fill in the check-in report details and have the fisher or their authorized representative enter their username and password to confirm they accept the details. When they are done, press the "Send Check-in Report" button. NOTE: You can revise this report until midnight today, but you will need the fisher or their authorized representative present to provide their username and password to confirm the revised details. To revise a report, you must first cancel the current report.
- Check-In Details:**
  - Report Date: Jun 08, 2015 12:46
  - Check Station: D & D Seafood
  - License No.: 669911
  - Catch Weight: 45 lbs
  - Catch Count: 5 count
- Confirmation Details:**
  - Please have the fisher or their authorized representative enter the username and password below to confirm the check-in details entered above.
  - Username: fisherjulie
  - Password: [masked]
- Buttons:** Cancel, Send Check-in Report (circled in red)

**Message Notification Pop-up (2):**

- Message Notification:** You have 1 new message(s). This notice will show here until you go to your message list and view the new message(s). Buttons: Close, View Message List (circled in red).
- Message (3):**
  - Subject:** Check-In Report
  - Message:** Checked at: D & D Seafood  
Date: Jun 08, 2015  
Confirmed by: Julie Fisher  
Weight: 45  
Count: 5
  - Please view your Check-In Report History for full details.
  - Button: OK

**Note:** Before you check-in, you will see on your home page your current verified quota (based on harvest that has been checked in), how many unchecked trips you have, and if you have unchecked trips, your estimated quota (based on harvest lbs. entered in the trip end hail of unchecked trips) (image 4 below). **Estimated quota is just an estimate to help you gauge how much quota you have left if you have unchecked trips.** After checking in your harvest with the check station, your current quota will be your verified quota minus the lbs. that were checked in (image 5 below).

### Example

Before Checking In:

Trip End Hail Estimated Harvest = 100 lbs.

After Checking In:

Harvest Checked In = 105 lbs.

### View Your Check-in History

You can view your check-in history by going to the Portal Website, [fisheryfacts.com/portal](http://fisheryfacts.com/portal), and clicking on the Check-ins drop-down menu and selecting “**View History**.” You can refine your search by a date range and name of check station where you checked in your fish.

	Received	Check Station	License	Trip(s)	Weight	Count	Fisher	Checked by	Confirmed By
	Jan 04, 2016 12:59	D & D SEAFOOD	2222222	23003	105 LBS	20	Ryan Fisher	Check Station	Ryan Fisher
+	Dec 21, 2015 18:53	D & D SEAFOOD	2222222	22095 22905	155 LBS	23	Ryan Fisher	Check Station	Ryan Fisher

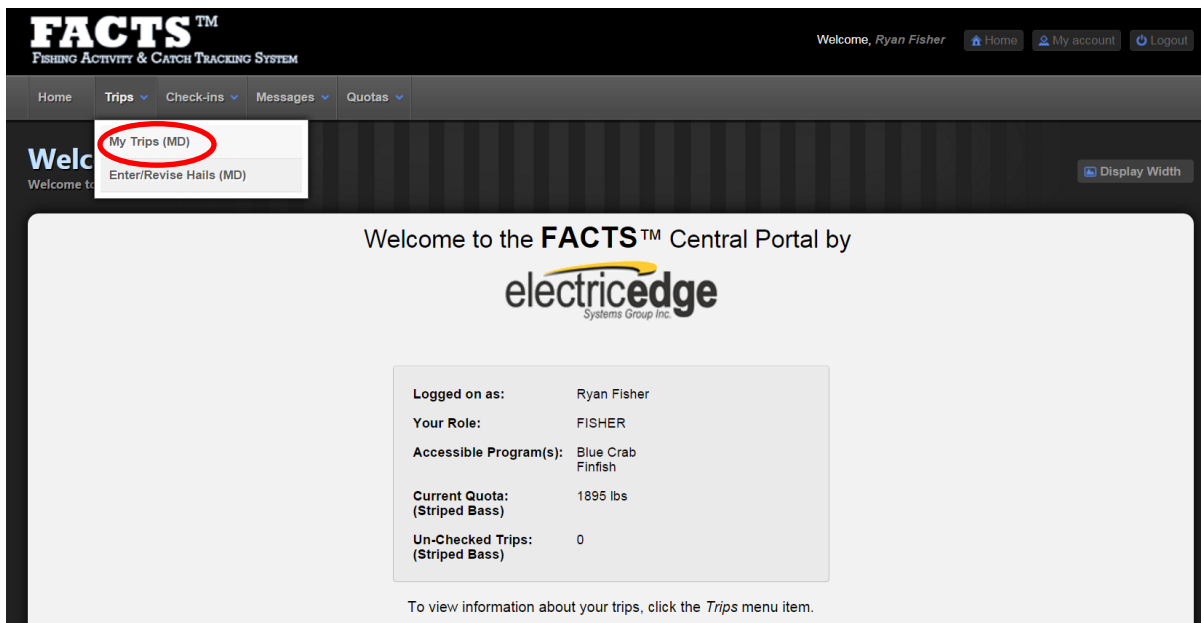
## 14 – How to Access Your Records and Messages

### Accessing Your Records

By accessing [fisheryfacts.com/portal](http://fisheryfacts.com/portal) on a computer via your username and password, you will be able to view past trip/harvest information or dealer reports in the “***Trips***” menu under “***My Trips***,” striped bass check-in history in the “***Check-ins***” menu, under “***View History***,” and past messages in “***Messages***.”

To view past trip and harvest information from each of your trips:

1. Click on the “***Trips***” menu tab in the top left corner of the page and select “***My Trips***” from the drop-down.



FACTS™  
FISHING ACTIVITY & CATCH TRACKING SYSTEM

Welcome, Ryan Fisher | Home | My account | Logout

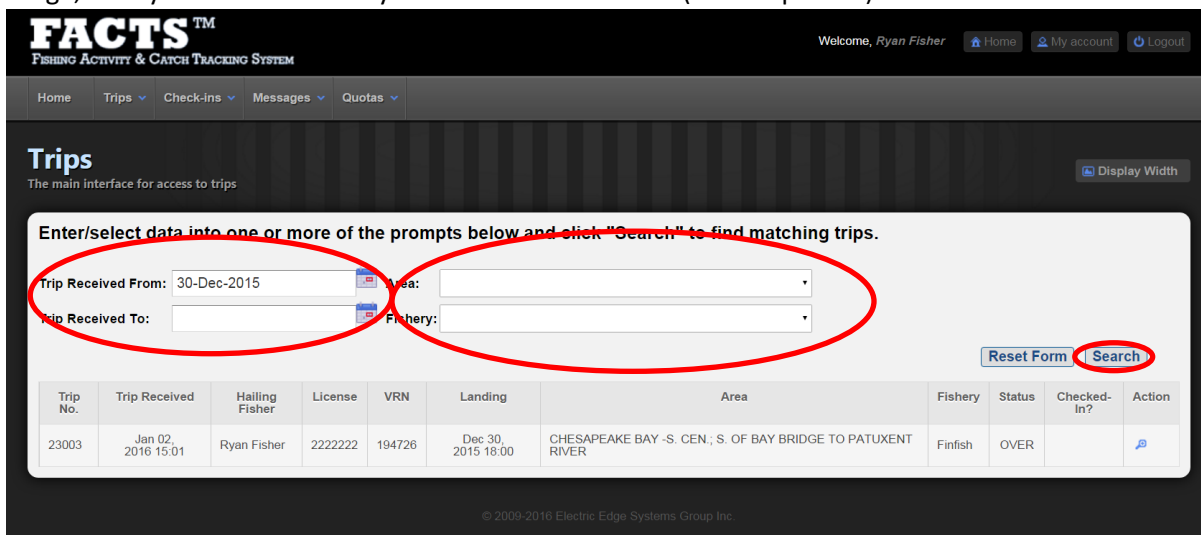
Home | Trips | Check-ins | Messages | Quotas

Welcome to the FACTS™ Central Portal by  
electricedge  
Systems Group Inc.

Logged on as: Ryan Fisher  
Your Role: FISHER  
Accessible Program(s): Blue Crab  
Finfish  
Current Quota: (Striped Bass) 1895 lbs  
Un-Checked Trips: (Striped Bass) 0

To view information about your trips, click the *Trips* menu item.

2. Initially, you will see all your trips. You can narrow your search results by selecting a specific date range, area you fished or fishery and then click “***Search***” (this is optional).



FACTS™  
FISHING ACTIVITY & CATCH TRACKING SYSTEM

Welcome, Ryan Fisher | Home | My account | Logout

Home | Trips | Check-ins | Messages | Quotas

**Trips**  
The main interface for access to trips




Enter/select data into one or more of the prompts below and click “***Search***” to find matching trips.

Trip Received From: 30-Dec-2015 | Trip Received To: | Area: | Fishery: | Reset Form | ***Search***

Trip No.	Trip Received	Hailing Fisher	License	VRN	Landing	Area	Fishery	Status	Checked-In?	Action
23003	Jan 02, 2016 15:01	Ryan Fisher	2222222	194726	Dec 30, 2015 18:00	CHESAPEAKE BAY - S. CEN.; S. OF BAY BRIDGE TO PATUXENT RIVER	Finfish	OVER		

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- To view the details of a particular trip, click on the magnifying glass icon in the “Action” column of the table.

License	VRN	Landing	Area	Fishery	Status	Checked-In?	Action
2222222	194726	Dec 21, 2015 14:30	CHESAPEAKE BAY -N. CENTRAL; N OF BAY BRIDGE TO WORTON PT.	Finfish	OVER		
2222222	194726	Dec 17, 2015 17:45	CHESAPEAKE BAY -N. CENTRAL; N OF BAY BRIDGE TO WORTON PT.	Finfish	OVER		
2222222	MD1234BC	Dec 14, 2015 18:30	N/A	Finfish	CANCELLED		
2222222	MD1234BC	Dec 14, 2015 18:00	TANGIER SOUND	Blue Crab	OVER	N/A	

Trip details will open in another browser tab displaying your trip information (when and where you landed) as well as your harvest information. On this same page, you will be able to see the check station report (striped bass), dealer report, or a possible dockside monitor report. If any of these reports have been revised, you can still view the original report (replaced) by clicking on the arrow in the circle on the right side of the header bar (red circle shown below), which will expand the hidden information that was replaced. To print the “Trip Summary” for your records, right click with you mouse on the webpage and select “Print” from the menu that pops up.

## Trip Summary

Trip No: 22905 on vessel '123456789' with license 2222222 for fisher RYAN FISHER

Display Width Close

**Trip No:** 22905   
**Trip Status:** ACTIVE   
**Received:** 21-Dec-2015 at 18:44   
**Fishery:** Finfish

### TRIP START HAIL(S)

TRIP START HAIL 1

Received: Dec 21, 2015 18:44   
License: 2222222   
VRN: 123456789   
Gear Type: POUND NET - FISH   
Crew Count: 1

Land Loc.: 456 Water Road Crisfield, Maryland, 12345   
Land Time: 19:45

### TRIP END HAIL(S)

TRIP END HAIL 1

Received: Dec 21, 2015 18:44   
License: 2222222   
VRN: 123456789   
Crew Count: 1   
Area: CHESAPEAKE BAY -N. CENTRAL; N OF BAY BRIDGE TO WORTON PT.


Land Loc.: 456 Water Road Crisfield, Maryland, 12345   
Land Time: 19:45

Gear Type: POUND NET - FISH   
Count of Nets: 3   
Soak Time: 4 days

### Harvest Details

Species	Disposition	Quantity
STRIPED BASS	SOLD – dealer/packer	156 LBS 23 COUNT

### CHECK-IN REPORT(S)

CHECK-IN REPORT 1 (REPLACED) 

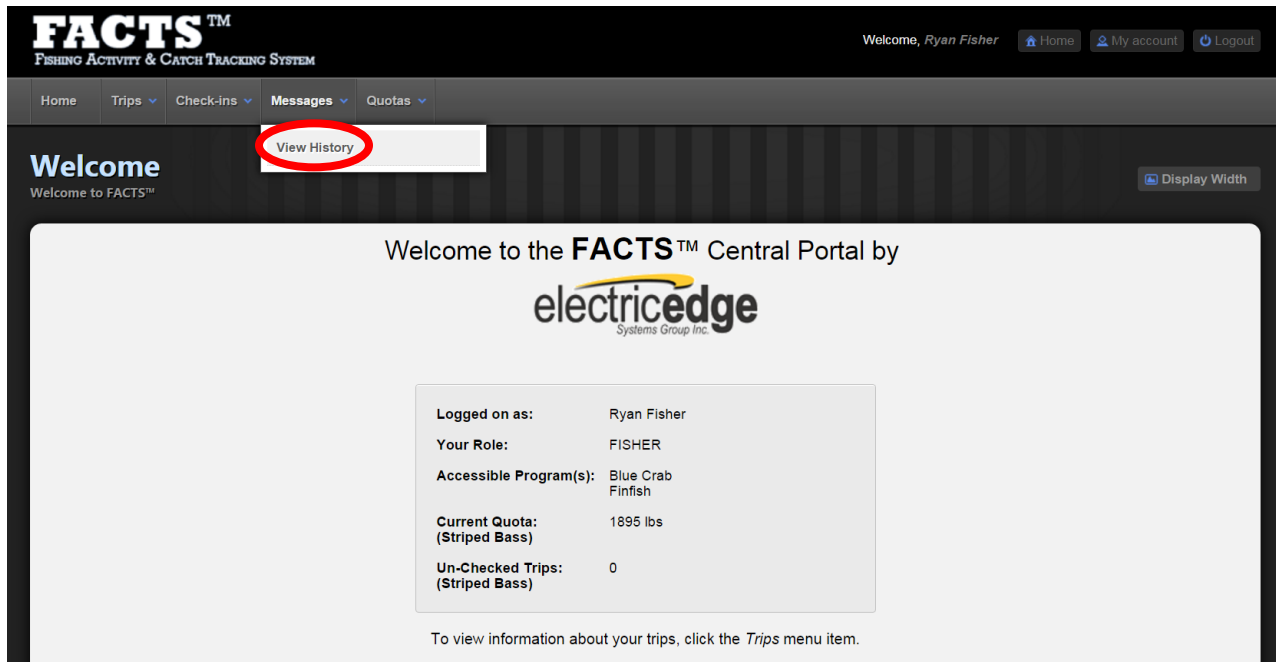
CHECK-IN REPORT 2

Received: Dec 21, 2015 18:53   
License: 2222222   
Trip(s): 22095, 22905   
Weight: 155 LBS   
Count: 23

Check Station: D & D SEAFOOD   
Checked by: Check Station   
Fisher: Ryan Fisher   
Confirmed by: Ryan Fisher

## Accessing Your Messages

To view messages on the portal website navigate to the “**Messages**” button. You can view a history of check-in receipts (striped bass), messages from Maryland DNR, and notifications of future updates to FACTS™ by selecting the “**Messages**” and then “**View History**” options. You can search past messages using a specific date range.



**FACTS™**  
FISHING ACTIVITY & CATCH TRACKING SYSTEM

Welcome, Ryan Fisher [Home](#) [My account](#) [Logout](#)

[Home](#) [Trips](#) [Check-ins](#) [Messages](#) [Quotas](#)

**Welcome**  
Welcome to FACTS™

[View History](#)

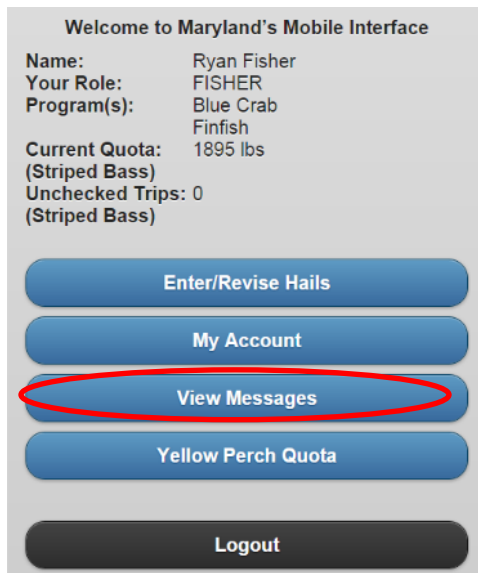
Display Width

Welcome to the **FACTS™** Central Portal by  
**electricedge**  
Systems Group Inc.

Logged on as: Ryan Fisher  
Your Role: FISHER  
Accessible Program(s): Blue Crab  
Finfish  
Current Quota: 1895 lbs  
(Striped Bass)  
Un-Checked Trips: 0  
(Striped Bass)

To view information about your trips, click the *Trips* menu item.

To view on the mobile site, click “**View Messages**” on the home screen.



Welcome to Maryland's Mobile Interface

Name: Ryan Fisher  
Your Role: FISHER  
Program(s): Blue Crab  
Finfish  
Current Quota: 1895 lbs  
(Striped Bass)  
Unchecked Trips: 0  
(Striped Bass)

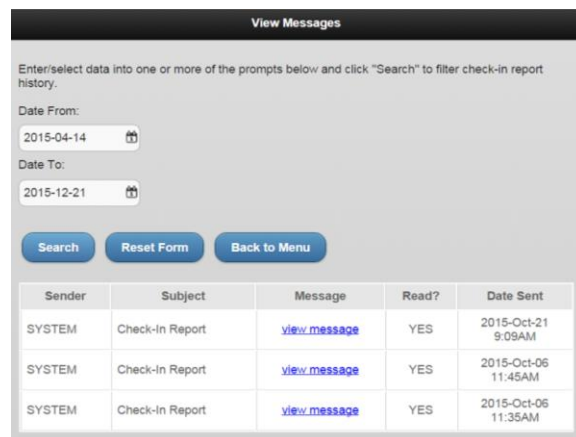
[Enter/Revise Hails](#)

[My Account](#)

[View Messages](#)

[Yellow Perch Quota](#)

[Logout](#)



**View Messages**

Enter/select data into one or more of the prompts below and click "Search" to filter check-in report history.

Date From: 2015-04-14

Date To: 2015-12-21

[Search](#) [Reset Form](#) [Back to Menu](#)

Sender	Subject	Message	Read?	Date Sent
SYSTEM	Check-In Report	<a href="#">view message</a>	YES	2015-Oct-21 9:09AM
SYSTEM	Check-In Report	<a href="#">view message</a>	YES	2015-Oct-06 11:45AM
SYSTEM	Check-In Report	<a href="#">view message</a>	YES	2015-Oct-06 11:35AM

## 15 – How to Troubleshoot, Get Assistance and Provide Feedback

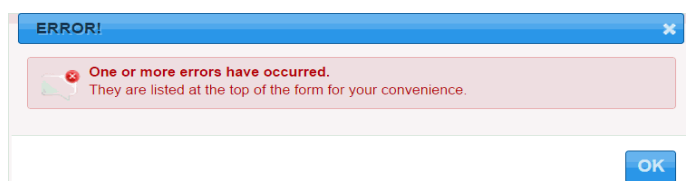
If you ever encounter an issue while reporting, have a question or concern, or would just like to provide feedback on the FACTS™ E-Reporting system or process, please call the Helpline at **1-877-979-1820**. This toll free helpline is staffed by a member of the electronic reporting team 24/7. If your call happens to be directed to an answering machine, please leave your name, phone number and a short message describing the problem or feedback and someone will return your call shortly.

Additional E-Reporting information and training videos can be found at [dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx](http://dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx)

Below are some commonly encountered problems and how you can go about resolving them.

### **Error Message When Submitting a Trip Hail**

If you encounter an error or have incomplete data when trying to submit a trip hail, FACTS™ will display an error message in a red box.



Click **“OK”** and FACTS™ will provide instructions as to where the error occurred and how to fix the error.

Instructions will be listed at the top of the page in a red box. An example of an error message is shown below.

A screenshot of the FACTS™ E-Reporting form. At the top, there is a yellow box with the text: "The following error(s) occurred: • A complete estimated landing time must be selected (e.g. 09:30)". Below this is a section titled "Base Trip Start Hail Details" with fields for Hail Date (Oct 17, 2014), License (2222222), VRN (vessel reg. no.): (123456789), Crew Count (2), and Gear Type (POUND NET). Below these is a section titled "Area to be fished:" with a dropdown menu showing HERRING BAY. Below this is a section titled "Check in today? NO (if you do not check in today you must check-in tomorrow)" with a dropdown menu showing D & D Seafood. At the bottom, there is a section titled "Landing Details" which is circled in red. It contains a field for Landing Time Today (Oct 17, 2014): with a dropdown menu showing 15 and a button labeled "Pick Mins".

Once all errors have been corrected on the form, click the **“Send”** button at the bottom of the page. If errors still occur, FACTS™ will display another red error box with instructions; if no errors occurred, FACTS™ will display a green box stating that the trip hail was submitted successfully.

### **Device or Reporting Problems**

If you encounter a problem with reporting your harvest using FACTS™, you can call the toll free Helpline at 1-877-979-1820 for assistance.

### **Forgetting Passwords**

If you have forgotten your password, you can retrieve your password by answering your security question using the web interface (smartphone or tablet), or by contacting the Helpline (toll free 1-877-979-1820).

If you have set up your security question in “**My Account**” you can retrieve your password by selecting “**Forgot Password?**” on the home page of the mobile or portal website. You will be prompted to answer the security question. If you answer the question correctly, your password will be shown to you on the screen.

### **Forgetting to Report Daily Harvest**

If you have forgotten to start a daily trip and report harvest for the day, you can still submit your daily harvest up until midnight of the night of your trip, or for striped bass, up until you check-in your harvest if you are checking in your harvest for the day. In the instance that you don’t submit your harvest report via FACTS™ during the day of harvest, you will have to follow the procedures outlined in the “Alternative Reporting Methods” section, below.

If you forget to submit a trip end haul and harvest information before midnight, you must fill in the missing trip end haul form that appears when you go to start a new trip. You must submit all missing trip end hauls from all fisheries before starting a new trip in any fishery. A missing trip end haul notification will display and direct you to fill in the required information (refer to [Section 9](#)).

### **Alternative Reporting Methods**

If your problem cannot be resolved during the day of harvest, then you should call the Helpline and let the support staff know about the problem and document any harvest that you are unable to report using the paper report until the problem can be resolved. A Maryland DNR representative will contact you to collect any harvest information that you could not submit electronically. You will not be submitting the paper report to DNR, but will be using it to provide the DNR representative with your accurate harvest details for back-entry. Paper forms are provided for your convenience at:

[dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx](http://dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx)

### **Regulation Issue or Question**

If you have a regulation issue or question, please contact Jacob Holtz with the Maryland Commercial Regulations Group at the phone number or email listed below:

Phone Number: 410-260-8262

Email: [jacob.holtz@maryland.gov](mailto:jacob.holtz@maryland.gov)

## 16 – Reporting via Text Message for the Blue Crab Fishery

The phone number for texting in the blue crab fishery is **443-453-5260**. Each text message contains a series of codes. Each piece of information **must be separated by a space** in order for FACTS™ to accept the information; however, the order of each piece of information within the text message does not matter.

**Lower case letters can also be used.** You can save a quick text in your phone containing the proper string of text. This will save you from having to type the string of code each time and avoid typos. However, be sure to edit the quick text you have saved if any information changes from your daily crabbing routine. If the data you have submitted is acceptable, FACTS™ will send a text message back to you stating that your hail was submitted successfully. If FACTS™ encounters any errors with the data that you are trying to submit, a return text message will be sent to you stating where the errors in the data string can be found; you must edit the data string and resend your hail until the data has been submitted successfully.

**Note:** You must assign texting code numbers to vessels and landing locations **before** you can text your trip start and end hails. Please refer to the **How to Set Up Your Account** in [Section 2](#) above for more details.

Examples of all types of text messages that can be sent into FACTS™ are presented below.

### Trip Start Hail Example:

UN333333 PWcrabber SH V1 CC1 GTCP LT1300 LL1

### Revised Trip Start Hail Example:

UN333333 PWcrabber RSH V1 CC1 GTCP LT1330 LL1

### Trip End Hail With No Harvest Example:

UN333333 PWpassword EH V1 CC1 LT1300 LL1 AR112 HHN GQ200 X400 H5.5

### Trip End Hail With Harvest Example:

UN333333 PWpassword EH V1 CC1 LT1300 LL1 AR112 HHY GQ200 X400 H5.5 HUB N1 T2 M3 FM4 S5  
P6 DC2 PP10 PR10 PK10 DD1,30\*DD2,40

### Revised Trip End Hail With No Harvest Example:

UN333333 PWpassword REH V1 CC1 LT1300 LL1 AR112 HHN GQ200 X400 H7.5

### Revised Trip End Hail With Harvest Example:

UN333333 PWpassword REH V1 CC1 LT1300 LL1 AR112 HHY GQ200 X400 H7.5 HUB N1 T2 M3 FM4 S5  
P6 DC2 PP10 PR10 PK10 DD1,30\*DD2,40

### Cancel Trip End Hail Example:

UN333333 PWcrabber CEH

### Cancel Trip Example:

UN333333 PWcrabber CT



Each trip start hail contains three types of codes (Log-In, Action, and Trip Start Hail Data Codes) and each trip end hail contains five types of codes (Log-In, Action, Trip End Hail, Area, Gear Type, and Dealer Data Codes). The following boxes detail the abbreviation to be used in your hail and a description of what each abbreviation means.

Log-In Codes:	UN – Username	PW – Password
---------------	---------------	---------------

Action Codes:	SH – Send Trip Start Hail	RSH – Revise Trip Start Hail
	EH – Send Trip End Hail	REH – Revise Trip End Hail
	CEH – Cancel Trip End Hail	CT – Cancel Trip

Trip Start Hail	V – Vessel Code*	CC – Crew Count
Data Codes:	LL – Landing Location Code**	LT – Landing Time (HourMin; 24-hr clock)
	GT – Gear Type (See Codes Below)	

Trip End Hail	V – Vessel Code*	GQ – Gear Quantity Fished (All Gears except Trotline)
Data Codes:	CC – Crew Count	GQY – Gear Quantity Fished in Yards (Trotline Only)
	LT – Landing Time (HourMin; 24-hr clock)	GQF – Gear Quantity Fished in Feet (Trotline Only)
	LL – Landing Location Code**	AR – Area Fished (See Codes Below)
	HH – Have Harvest to Report (Y or N)	HU – Hard Crab Units (B or P)
	H – Hours Crabbed	X – Max Number of Crab Pots in Water
	N – Quantity of #1 Males <sup>Ω</sup>	PP – % Sold to Public <sup>Ω,***</sup>
	T – Quantity of #2 Males <sup>Ω</sup>	PR – % Sold to Restaurants <sup>Ω,***</sup>
	M – Quantity of Mixed Males <sup>Ω</sup>	PK – % Not Sold <sup>Ω,***</sup>
	FM – Quantity of Females <sup>Ω</sup>	DC – Dealer Count (0 or greater)
	S – Quantity of Soft Crabs <sup>Ω</sup>	DD – Dealer List Data (See Codes Below) <sup>†,***</sup>
	P – Quantity of Peelers <sup>Ω</sup>	

Dealer Codes:	1 - Other Non-Participating Dealer	2 - JM Clayton's
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\* NUMBER CODE THAT YOU SET IN YOUR VESSEL PREFERENCES FOR EACH VESSEL YOU WILL FISH ON ([See Section 2](#))

\*\* BASED ON THE NUMBER CODES YOU DESIGNATED IN YOUR LANDING LOCATION PREFERENCES ([See Section 2](#))

<sup>Ω</sup> ONLY NEEDED WHEN HAVE HARVEST IS YES (HHY); WHEN HAVE HARVEST IS NO (HHN), DO NOT INCLUDE

<sup>†</sup> REPORTED AS "FIRST DEALER CODE,% SOLD"—IF YOU SELL TO MORE THAN ONE DEALER, SEPARATE ENTRIES WITH "\*" (EXAMPLE: DD1,50\*DD2,50)

\*\*\*WHEN YOU SEND YOUR TRIP END TRIP HAIL, THE TOTAL OF ALL MARKET DESTINATION (PP, PK, PR, DD) PERCENTS MUST EQUAL 100% IN ORDER FOR THE TRIP END HAIL TO BE SUBMITTED

Area Codes:

- 012 - ATLANTIC OCEAN
- 005 - BIG ANNEMESSEX RIVER
- 014 - CHESAPEAKE BAY & TRIBS. NORTH OF WORTON PT.
- 025 - CHESPK. BAY & TRIBS., BAY BRIDGE TO WORTON PT.
- 027 - CHESPK. BAY & MINOR TRIBS. COVE PT. TO BAY BRIDGE
- 029 - CHESAPEAKE BAY - SOUTH OF COVE POINT
- 031 - CHESTER RIVER
- 037 - CHOPTANK RIVER
- 039 - EASTERN BAY
- 043 - FISHING BAY
- 047 - HONGA RIVER
- 053 - LITTLE CHOPTANK RIVER
- 055 - MAGOTHY RIVER
- 057 - MANOKIN RIVER
- 060 - MILES RIVER
- 062 - NANTICOKE RIVER
- 066 - PATAPSCO RIVER
- 068 - PATUXENT RIVER
- 072 - POCOMOKE SOUND
- 074 - POTOMAC RIVER - MD TRIBUTARIES ONLY
- 082 - SEVERN RIVER
- 088 - SOUTH RIVER
- 092 - TANGIER SOUND
- 096 - WICOMICO RIVER - WICOMICO COUNTY
- 099 - WYE RIVER
- 112 - ALL OCEANSIDE BAYS

Gear Type	TL – TROTLINE****	CP – CRAB POTS
Codes:	SD – SCRAPES/DREDGES	CT – COLLAPSIBLE TRAPS
	CB – CRAB POUNDS/BANK TRAPS	DN – DIP NETS
	NR – NET RINGS	PP – PEELER POTS

**\*\*\*\*FOR GEAR TYPE TROTLINE (TL), YOU HAVE TO INDICATE YARDS OR FEET BY USING EITHER GQY (FOR YARDS) OR GQF (FOR FEET) FOLLOWED BY THE LENGTH (EXAMPLE: GQY500 = GEAR QUANTITY FISHED WAS 500 YARDS). FOR ALL OTHER GEAR TYPES YOU WILL USE GQ FOLLOWED BY A NUMBER (EXAMPLE: GQ200 = GEAR QUANTITY 200) TO INDICATE HOW MANY WERE FISHED (POTS, TRAPS, DREDGES, ETC.)**